

ADDRESS

Dubai, United Arab Emirates

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CHAMKAUR SINGH

Security Assistant Manager-
Administrator

Objectives

Searching for international experience through exposure to develop my career and promote professionalism in security and contribute to the development and advancement of the industry in line with passion to achieve companies' targets.

VALUES AND INTEREST

- Effective communication
- Hospitality awareness
- Proper handling of guest complaints
- Good customer service
- Handling lost and Found
- Fire and Safety

WORK EXPERIENCE

Atlantis the Royal, Dubai

Security Assistant Manager in Administrator

October 2022 till February 2025.

DUTIES AND RESPONSIBILITIES

- Thorough knowledge of various operating systems and security technologies.
- Making travel arrangements and preparing documents, presentation materials, and facilities for meetings.
- Entering and updating company, employee, and client records.
- Ordering, storing and distributing office supplies.
- Maintaining, repairing, or replacing office equipment.
- Supervising the security manning
- Remarkable ability maintains a cooperative environment.
- Good communication skills in both oral and written forms
- Guest complaints handling and giving satisfactory feedback to them.
- Investigated incidents and developed detailed incident reports.
- Deploying all security officers in their working position.
- Analyzed risks and hazards through advanced research.

WORK EXPERIENCE

Atlantis the Palm, Dubai

Security Team leader in Operation

September 2021 till October 2022

DUTIES AND RESPONSIBILITIES

- Supervising the security manning.
- Ensure all firefighting equipment requirements are met and maintained.
- Routine inspections of the hotel lobby and hotel towers.
- Assist Management in dealing with any incidents that arise within the hotel premises.
- Follow all occupational Health & Safety rules upheld by the hotel Management.
- Daily Reporting to the duty manager of security and keeping the log record of all the incidents, events, and other activities.
- Handling emergency situations in an efficient manner.
- Welcoming the guests and offering them assistance

WORK EXPERIENCE

Atlantis the Palm, Dubai

Position – Security Guard and Acting Team leader

September 2015 till August 2021

DUTIES AND RESPONSIBILITIES

- Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
- Maintains environment by monitoring and setting building and equipment controls.
- Contributes to team effort by accomplishing related results as needed.
- Protect company's property and staff by maintaining a safe and secure environment.
- Take accurate notes of unusual occurrences.
- Work under Assignment Instructions (S.O.P).

STRENGTH

- An Effective team player & adaptable to the situation.
- Punctual and hard working.
- Readiness to learn entire functions in the work system.
- Quick learner.
- Commitment to teamwork and time management.
- Be positive in tuff circumstance.
- Hard working

CERTIFICATES

- Basic Fire Training
- SIRA Supervisor License
- First Aid Skills Certificate
- People of Determination Certificate

AWARDS IN ATLANTIS THE PALM

- Appreciation Certificate (Director of security-ATP) - 2018
- Appreciation Certificate (Director of security-ATP) - 2019
- Performer of Quarter award Certificate (Director of security-ATP) -2020
- Performer of Quarter award Certificate (Director of security-ATP)-2021
- 5-Years Completed Certificate (Director of security-ATP) - 2021
- Best performance of Quarter-1 of 2022 session

WORK EXPERIENCE

AMSA, JVC, Dubai

Security Team Leader

November 2012 to July 2015 (Arkan Management)

DUTIES AND RESPONSIBILITIES

- Monitoring of permanent and alarm activated CCTV System including manual control of cameras to facilitate the monitoring of live incidents.
- Incident Reporting/Daily Occurrence logbook maintaining/ maintenance logbook (Faults & Repaired).
- Monitoring Fire alarm system including the use of fire controls panel system and Panic Alarm.
- Maintaining Surveillance Equipment's and devices for Emergency responds.
- Maintain safe environment for employees; patrol area and put report in the occurrence logbook.
- Attend emergency and report the same to Security Manager.
- Make initial investigation of incident happened within the Accommodation and submit it to Security Management
- Handling key management and contractors for passes & CCTV Patrolling.

TRAINING PROGRAMS

- **Sira Training**-Security industry regulatory agency training by Dubai Police.
- **First Aid**- Basic First Aid Training
- **POD**- People of determination certificate
- **Security Quarterly Training** – 2015 to till (Evacuation training, fire training, writing notes, handling lost and found, acting on emergency, health and safety training, Evacuation emergency training.)

LANGUAGES

- English
- Hindi
- Punjabi

ACHIVEMENTS

- Food and hygienic training from (Atlantis the palm)
- CPR first Aid from (Atlantis the palm)
- Fire Prevention and Fire Fighting From (SNS Maritime Institute Mumbai)
- Personal Safety and Social Responsibilities from (SNS Maritime Institute Mumbai)
- Personal Survival Techniques from (SNS Maritime Institute Mumbai)
- Elementary First Aid from (SNS Maritime Institute Mumbai)
- Department trainer Atlantis Dubai.

INTERPERSONAL COMPETENCIES

- Dealing with Clients.
- Obeying the Safety Rules.
- submitting daily reports.
- Good written and verbal communication skills.
- Problem Solving, Innovative thinker.
- Decision-making.
- Multi-tasking.
- Ability to work independently.

WORK EXPERIENCE

Data Entry Operator

April 2006 to December 2010

Data operator in Municipal Cooperation (India)

DUTIES AND RESPONSIBILITIES

- Insert customer and account data by inputting text based and numerical information from source documents within time limits.
- Compiles verify accuracy and sort information according to priorities to prepare source data for computer entry.
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output.
- Apply data program techniques and procedures.
- Generate reports, store complete work in designated location.
- Typing all the data logs and update to team members
- Assisting the team members in trouble and helping them.

PERSONAL BACKGROUND

Date of birth - 10 April 1987

Gender - Male

Nationality - Indian

Marital Status - Married

Passport number - P8099804

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge.

CHAMKAUR

EDUCATION

- Graduate in BBA
- Higher Secondary
- Computer Diploma

ACTIVITIES AND INTEREST

- Gym
- Reading book
- Travel
- Great food

AREA OF EXPERTIES

- Successful mentoring of staff in Security Team.
- Strong leadership, problem solving and communication skills.
- Flexible, positive, and responsive to change.
- Energized for new challenges.

COMPUTER SKILLS

- Good computer skills in basic computer
- MS-Office
- Internet browsing

Reference:

- Will be provided on request.